

Expired Permits, Extensions, Renewals & Re-Inspection Policy

1. Permit Expirations

- a. Building permits and plan checks expire if there has been no activity for 180 days or more. ('Activity' is defined as an approved field inspection for permitted work or recorded plan review interaction/activity for plan check).
- b. All building permits issued shall expire 12 months from date of issuance if work has not commenced.
 - i. A written request must be made by the permit applicant and approved by a Building Official before the 12 months as lapsed in order to extend any permit for 180 days to continue.
- c. Any permit that has been expired for a year or greater that has had no activity or inspections (*construction work has not started or been inspected*), shall not be renewed ('reissued'). The permit shall become invalid.
- d. Permits that have expired may be renewed ('reissued') when project work and inspections have been performed, but not beyond 3 years from the permit issuance date or past a code adoption cycle. For expired permits older than 3 years (*with partial or all permitted work performed*), approval for permit, renewal shall only be granted by Chief Building Official; otherwise, the expired permit may be forwarded to the City's Code Enforcement Violation Group for remedy.
- e. Plan Review Submittals (*no permit was issued*) that have been expired for over 365 days (one year) shall be placed in 'Closed' status and not be reactivated. A new submittal shall be required that meets current code requirements.

2. Permit Extensions

A building permit 180-day time extension can only be granted one or more times after permit issuance and must be requested by the applicant. The applicant can extend the plan check submittal (permit application process) 90 days one or more times upon request. To extend the permitted work 180 days or plan review process an additional 90 days consecutively (*when there has been no activity in either situation*), the permit applicants request must be made in writing prior to the scheduled 'expiration' date. Refer to CBC sections 105.3.2. and 105.5 .

- a. The only exceptions for this rule are 'extenuating circumstances' which shall be reviewed by the building official. Examples would be:
 - i. Family death or illnesses that would affect the project.
 - ii. Military deployment of an owner
 - iii. Project related contract or construction litigation.
 - iv. Governmental restrictions affecting the project timeline.

3. Permit Renewal and Re-Inspection Fees

- a. All permit renewals ('reactivation' and 'reissues') shall use the current fee schedule for fee calculation.
- b. Renewal fees are only for the cost of renewal or re-issuance of an expired permit. Re-inspection fees are considered separately and may be assessed in the event that the allocated numbers of inspections have been exhausted or a disproportionate number of inspections

- resulted in failed inspections thus potentially placing the City at risk of financial loss due to unrecovered inspection costs. See (i) below.
- c. Permits with permit fees that are lower than the “Re-inspection Fee”, will be renewed at the **current** full permit fee. This means that in the case of a water heater with a 2014 permit the reissue fee will be at today’s date and not the 2014.
 - d. Other full cost recovery permit renewal fees maybe required of the building permit portion of the fee if the permit has been expired for up to 180 days (and must be at least the cost of the “Re-inspection Fee”).
 - e. Permit renewal fees are 100% of the building permit portion of the fee if the permit has been expired more than 180 days and is considered invalid.
 - f. When only a final inspection remains on an expired permit, at the option of the Chief Building Official, provided the permit applicant provides justification, the Chief Building Official may reduce permit renewal (‘reissue’) fees. The fee can be reduced to 50%, but in no case shall it be lower than 25% of the current building permit renewal fee (nor can it be less than the current re-inspection fee). If required, the applicant’s written and signed justification letter shall be documented in ‘Attachments’ to the permit case.
 - g. Plan review submittals can be renewed (‘reactivated’) at actual hourly costs of the plan review if they have been expired for less than 180 days and fall within an adopted code cycle. The building permit portion of the permit fee will be updated and assessed at the current rate.
 - h. Plan review submittals expired for greater than 180 days, but less than 365 days shall be ‘reactivated’ at a 100% plan review fee and fall within an adopted code cycle.. The building permit portion of the permit fee will be updated and assessed at the current rate.
 - i. Re-inspection fees shall be assessed when the number of actual inspections (stops) needed to complete the inspection process in the field exceeds the number of inspections assigned to the initial permit. In the event that the numbers of inspections available have been exhausted no further inspections will be performed until additional re-inspection fees have been paid. Once the re-inspection fees have been paid, the number of inspections assigned to the permit shall be changed to reflect the total number of inspections now available. A scheduled inspection for a job site ‘stops’ for one or more inspection disciplines will be counted as one (1) inspection when occurring on the same time and date. A ‘Failed Procedural’ inspection occurring on the same time and date will be counted as one (1) inspection.
 - j. Expired permits may, at the discretion of the building official, be re-issued without a fee when it is determined to be in the best interests of City and, as such, promotes objectives of fire life safety and not done so at a risk to the City.

4. Permit Status

- a. **Expired Status:** A building permit or plan review case submittal ‘Status’ in the permit tracking system shall be placed in the ‘Expired’ status whether it has been expired for 180 days, for one year (365 days) or upon the permit reaching the three year maximum life duration point.
- b. **Expired Permit Violation Status:** When a property parcel owner or applicant does not contact Building Division to renew a permit which has been placed in the ‘Expired Status’ an inspector may again visit the site to check the formerly permitted work and leave a ‘Notice of Impending Violation’ with the owner or in an envelope on the front door. If the Owner still does not renew the permit or respond to this or any other notice of expired permit, the permit shall be placed in the ‘Expired Permit Violation Status’ after 10 days. The Code Enforcement Violation team will now proceed with this permit case as a violation issue. *Note: The Inspector site visit to notify the customer (which changes an expired permit to this status) is based upon Inspector time availability.*
- c. **Reactivated Status:** Status of an expired ‘Plan Review’ submittal that has been renewed shall be listed as ‘reactivated’.
- d. **Reissued Status:** Status of a renewed building permit (*not a Plan Review Submittal*) shall be listed as ‘reissued’.

- e. **Closed Status:** Permits that are not to be renewed or reissued shall be listed as 'Closed'. 'Closed permits shall not be opened or renewed.' If the permit is closed and the inspections have not been completed nor met appropriate approval, a new permit with full plan review submittals shall be applied for by the applicant, or the unfinished permit work/inspections may be remedied through the Code Enforcement Violation Group. Only the building official can make an exception and reopen ('reissue') a permit in the 'Closed' status and it shall be reopened with full current fees for plan review and building permit fees. A 'Closed' permit status does not imply or mean that the permitted work is final, complete or approved but rather the status of the work is unresolved.
- f. **Void:** A permit will be voided if issued in error or cancelled at the request of the applicant when no work has been performed. A Voided permit may be eligible for a fee refund to the Applicant.
- g. **Revoked:** A permit may be revoked if it is determined by building official that the work for which the permit was issued is not, in fact, the work actually occurring, or there exist patent errors in the permit such as incorrect names and addresses or erroneous representations. A revoked permit is not eligible for a fee refund.
- h. **Suspended:** When a permit is placed on Hold at the request of the Applicant or Building Division in situations wherein the progress or further processing of a permit is barred. The permit may be reissued or reactivated with or without fees at the discretion of the Building Official.
- i. **Final/Complete:** When all work has been inspected and 'Approved' and all 'Conditions' of the permit have been met.

AN IMPORTANT NOTE ABOUT BUILDING PERMITS

Building Permits, issued by City of Lathrop in accordance with the building codes and ordinances in force at the time of issuance, are the property of the Applicant and the Applicant is responsible for the fulfillment of the obligations of the Building Permit. Building permits, and the obligations pertaining thereto, may not be transferred to any third party in whole or in part without the express approval of Building Division and if approved for transference shall be done so in a manner determined by Building Division.

Expired, void, closed or revoked permits thus rendered invalid and no longer in effect, as a property, shall revert back to City and the residual liabilities and obligations thereof shall remain with the property parcel and its owner, heirs and successors.